

GENERAL

The school's name must not appear anywhere on the answer sheet or the floppy/CD. Folders containing the answers should bear the candidate's examination number and not the workstation number or username. Answer sheets must not be stapled together and all scrap and unused paper should be submitted to the invigilator, not be placed in the folder.

Candidates are still lacking an adequate knowledge of the basic rules for this subject as set out in the first 16 pages of Guideline 1.

It appeared from the answers that candidates did not read or follow the instructions at the beginning of the question paper as well as those at the beginning of each question. They also ignored manuscript instructions.

Candidates should be encouraged to proof-read their work carefully to avoid the omission of words, phrases and paragraphs.

QUESTION 1 (Timed accuracy test)

Two enters should be left between paragraphs and the question should not be justified. Candidates were penalised for deliberately omitting all punctuation marks.

QUESTION 2 (Table)

This question was well answered. Candidates should note that the column headings should be typed as it appears on the question paper. The function for endnotes should be used as a default.

QUESTION 3 (Letter)

Candidates should use the letterhead as is and not alter it. Candidates struggled with the recipient's address and the subject heading as well as the conclusion. Very few candidates inserted the attachment. The use and purpose of section breaks need attention. This function was required to centre the programme vertically and omit the page number on the third page.

QUESTION 4 (Antenuptial contract)

Candidates did not follow the instructions and were unable to correctly display the conclusion using leader tabs. Words given in capitals should be typed as such (candidates were not penalised for this).

QUESTION 5 (Letter with form)

The name of the suburb as well as the name of the city or town must be typed in capitals. Candidates should be exposed to various conclusions to letters as displayed on pages 25 to 27 in Guideline 1. Candidates who used the table function for this form, obtained good marks. In general, high marks were achieved for accuracy.

QUESTION 6 (Editing)

This question was well answered. The following need attention:

Changing case (title case, sentence case, upper case, lower case)

Numbering: Arabic (1, 2, 3), Roman (I, II, III), alphabetical (A, B, C)

Bullets: insertion of other symbols as a bullet, alignment

Sorting (using the table function)

Indents: first line indent, left and right indent

Headers and footers

Endnotes and footnotes

Find and replace

Underlining improved, but it still needs more attention

QUESTION 7 (Theory)

This question was answered fairly well.